

**Monday, October 4, 2021 – 6:00 p.m.**

Call to Order/Roll Call of Members:

**Stephen Dielmann**, Chairperson; **Clayton Warren Angus Jr.**, Vice-Chairperson; **Christiane Diaz**, Member; **Enrique Vargas**, Member.

**PRESENT** Stephen Dielmann, Chairperson; Clayton Warren Angus Jr., Vice-chairperson; Christiane Diaz, Member; Enrique Vargas, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

**ABSENT**

**Quorum is present.**

**ON THE DAIS:**

### ITEM #13 & ITEM #14

## MEETING MINUTES

1. Request to approve the minutes of the September 2021 Personnel Board meeting.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations received September 2021.

1. Andre R. Mompount Fire Department

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

3. Report of **Leave without Pay** for September 2021.

**SO NOTED.**

- #### 4. Report of **Civil Service Appointments** for September 2021.

NONE.

**SO NOTED.**

5. Report of **Resignations** for September 2021.

- |                       |                                 |
|-----------------------|---------------------------------|
| 1. Kevin Abraham      | Fire Department                 |
| 2. Joseph Coyne       | Fire Department                 |
| 3. Gary Gates         | Fire Department                 |
| 4. Stephen A. Moore   | Fire Department                 |
| 5. Randy L. Smith     | Fire Department                 |
| 6. Evelyn Martinez    | Parks and Recreation Department |
| 7. Edgardo S. Matos   | Police Department               |
| 8. Johnathan L. Perez | Police Department               |
| 9. Allan D. Rodriguez | Public Works Department         |

**SO NOTED.**

**PERSONNEL BOARD MEETING MINUTES**

**Monday, October 4, 2021 – 6:00 p.m.**

6. Report of **Maternal/Paternal Leave** for September 2021.

- |                            |                   |
|----------------------------|-------------------|
| 1. Erick Veloz Artolachipe | Police Department |
| 2. Alexander Mesa          | Police Department |
| 3. Raul Peralta Moreno     | Police Department |

**SO NOTED.**

7. Request to certify the eligibility list for **Fire Business Manager**.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

8. Request to certify the eligibility list for **Administrative Aide- Confidential** for the Fire Department.

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

9. Request to certify the eligibility list for **Fire Inspector Supervisor**.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

10. Request to certify the eligibility list for **Assistant Park Manager**.

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

11. Request to conduct an in-house, non-competitive civil service examination for **Assistant Aquatics Manager** (*Yasser Messir Castro*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.

Range 47: \$1,155 - \$2,179 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

12. Request to conduct an in-house, competitive civil service examination for **Service Leader Adult Programs (ECS)**.

- a. In-house, competitive
- b. 30% oral, 70% education/experience
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description is attached.

Range 45: \$1,007 - \$1,911 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

**PERSONNEL BOARD MEETING MINUTES**

**Monday, October 4, 2021 – 6:00 p.m.**

13. Request to certify the eligibility list for **Heavy Equipment Operator**.

**APPROVED 4-0.** Motion by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously.

14. Request to approve the revisions made to the job description for **Media Director**.

Copy of the revised job description is attached.

Range 55: \$1,914 - \$3,736 Bi-weekly.

**APPROVED 4-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

15. Request to hear **Unfinished Business**.

16. Request to hear **New Business**.

17. Request to hear **Comments and Questions**.

Meeting Adjourned – 6:34 p.m.

**NEXT PERSONNEL BOARD MEETING: MONDAY, NOVEMBER 1, 2021 – 6:00 PM**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.